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DPS-0733
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21 May 1958

MEMORANDUM TO: Director of Logistics

SUBJECT: Space Requirements

1. This will confirm discussions between our respective staffs in connection with additional space requirements for my activities on the 5th floor of 1717 H Street.

2. A review of this area has indicated a need for additional space as indicated in Attachment A.

3. Increased operational requirements over the past approximately two years have made it necessary to readjust our space to take care of additional personnel. In so doing my conference room has been utilized to furnish additional office space.

4. The recently increased scope of my activities with their attendant sensitivity makes it necessary to request additional space indicated in Attachment A. The conference room requested is an indispensable tool in effecting management of such a complex operation. The briefing rooms indicated are necessary in order to facilitate briefings, the sensitivity of which dictates a small secure area. As will be noted two of these briefing rooms have been requested as experience has indicated the need for briefing more than one person on different subjects at the same time. This obviously precludes the use of the conference room when not otherwise in use. The additional office space requested is to:

- a. Bring current on-board strength vs. working area within accepted per capita minimums
- b. Take care of planned personnel expansion

5. In addition to the personnel regularly assigned to my staff, there is a continuous flow of representatives from contractors and other government agencies, in some cases on extended TDY, with the attendant need for working space. It is requested that the indicated increase in space be made available as soon as possible as additional personnel are currently coming on board.

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6. It should be kept in mind when considering this space problem that the government already has a considerable investment in the area occupied by our activities in the Operations Room and the Communications Center. Therefore, it goes without saying that economy dictates that the additional space be met, if at all practicable, on the 5th floor of 1717 H Street.

(sgd) Richard M. Bissell, Jr.

ATT. A

RICHARD M. BISSELL, JR.
Special Assistant to the Director
for Planning and Development

CFW:hps (21 May 58)

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cc - Mr. Bissell's file, cy 3 ✓
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